

MISCELLANEOUS PERMITS (TAB)

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MISCELLANEOUS PERMITS

Public Works

TRAFFIC ENGINEERING

Typically, the need for permits issued by the Public Works Department is determined in the plan review process. These permits are primarily concerned with projects done in public right-of-way or on public property. Most of the permits can only be issued to a registered and bonded contractor.

Barricade Permits (Traffic Engineering)

Various types of Barricade Permits are required when an applicant needs to temporarily close a street, sidewalk or use public right of way. A barricade permit is always required when obtaining a Temporary Street Closure permit. The fee for use of the right of way for these purposes is 4 cents per square foot per calendar day.

Right of Way Closure for Special Events (Traffic Engineering)

Requests for closure of a street or right of way for a special event to City Council are initially submitted to the Traffic Engineering Division and must include a dated and signed Street Closure Agreement form. In addition:

- You must contact and submit a site plan to the Fire Marshall's Office with the San Antonio Fire Department at 207-8410 for recommendations on your street closure.
- You must contact and submit a site plan to Officer Eric Shuey with the San Antonio Police Department at 207-2257 for recommendations on your street closure.
- City staff will route your request to City Council for approval by Ordinance.
- City Staff will contact you with a date to pay for the requested street closure permit.
- The fee for a temporary street closure for a special event permit is \$45.00 per block per calendar day.

RIGHT OF WAY MANAGEMENT

In an effort to manage the City's rights of way, a Right of Way Ordinance was adopted by the City Council in January 2001, implementation of right of way management policies beginning May 1, 2001. The policies are consistent with the City Council's goals to reduce public inconvenience, improve utility coordination, protect the City's \$3.4 billion investment and guarantee proper street repair. Various components of the policies include the requirement for compliance with new street restoration construction standards and increased construction inspection. Fees are also imposed when applicable. Registration and submittal of maps and excavation plans in electronic format is required. Bonding and insurance for right of way users has been increased to ensure their ability to complete all projects in a safe and timely manner.

Registered and Bonded Contractor

Prior to submitting a permit application to conduct work in the City's rights-of-way or on public property, an applicant must register with Public Works, Risk Management, and Finance and pay a fee. Requirements are primarily concerned with insurance and bonding.

Right of Way Closure for Utility Construction

All requests for right of way closure must be submitted in writing to the Public Works Department Right of Way Management Section. The request must include:

- Purpose of temporary street closure or right of way closure
- Name of street to be closed and the names of cross streets that intersect;
- Dates and times of beginning and ending of closure; make sure you give yourself enough time to prepare and conclude your closure;
- Applicant must provide written notice of street or right of way closure to all residents and businesses that are affected by the closure;
- A person's name, address, and telephone number as a contact for future information;
- Subcontract with and name of the certified barricade specialty company, which will provide and setup barricades;
- Post the permit at the job

Right of Way Permit (formerly Street Cut Permit)

A right of way permit is required when using, trenching, boring or performing any other type disturbance on a city street, including above ground aerial work and manhole work.

General Steps to obtain a right of way permit and working in a public right of way

1. Present proof to the Right of Way Management Division that applicant or employee of applicant applying for a right of way permit is a registered and bonded contractor on the qualified registration list with Finance, a long distance carrier (CTP-Certified Telephone Provider) and employee safety certification.
2. Call the Permitting Office, provide address, contractor/plumber, telephone number and contact person.
3. Right of Way Management will set up an account (file) to indicate you are qualified and ready to obtain a permit.
4. Submit application with applicable fees, plans, scope and description of work, location, size of excavation (if applicable) and information required above.
5. Attend a pre-construction meeting at the site with Right of Way staff.
6. Permit will then be issued.
7. Contractor completes the work and requests that completion be certified by Right of Way Management.

If you request pavement restoration (asphalt topping) by the City, a Public works inspector will issue a work order to have the trench topped. Charges are submitted to Development Services for invoicing.

Inspections are required for Right of Way (trench) permits. For backfill and pavement restoration you must call the Right of Way Management Section for an inspection. A license to encroach on public right of way is acquired through the City's Asset Management Department as described in that section of this manual on page 77.

DEVELOPMENT SERVICES

Sidewalk/Traffic Lane Closure (Development Engineering Division)

Projects requiring pedestrian protection and/or street closure must coordinate with both plan review in the Development Services Department and traffic (construction services) in the Public Works Department to obtain necessary sidewalk/traffic rental and closure. A permit separate from the general building permit (Barricade Permit) accomplishes this.

Steps to Obtain a Barricade Permit for Sidewalk/Traffic Lane Closure

1. Applicant must submit a plan of the existing site conditions, especially those adjacent to public right-of-way, is required.
2. If the adjacent work on a building exceeds 8 feet in height, applicant meets with a plan examiner to determine the extent of protective measures,
3. Applicant contacts the Traffic Division of the Public Works Department for an on-site inspection.
4. Applicant returns to the plan examiner with an approved traffic form (Application for use of Right of Way). It usually takes 1-2 days to process these permits.
5. Applicant schedules an appointment with the Traffic Division and the Plan Examiner to assure the best service.

Driveway Approach, Curbs & Sidewalks (Development Engineering Division)

The construction of standard curbs and sidewalks is a condition of the granting of a building permit in each of the following cases:

- A new building or structure when curbing is in place or curb lines are established.
- Repair or improvement of an existing building or structure when curbing is in place or curb lines established and most of the repair or improvement amounts to twenty-five (25) percent or more of the assessed evaluation of the building/structure as set forth by the City Tax Roll.
- A new or an additional driveway approach is being proposed.

The following restrictions apply with the construction of curbs, sidewalks, and driveways:

1. New curbs and sidewalks are to be installed according to city specifications.
2. Where new curbs are installed, a pavement tie-in must be made to the existing pavement. This is the responsibility of the project's owner.
3. When laying new curb, curb lines and grades require the City Engineer's approval. The Traffic and Engineering Division of the City's Public Works Department can provide the engineering/surveying analysis (plan and profile sheets) needed to establish curb lines and grades. Coordinate the engineering/surveying services with the surveying section, allowing adequate time for delivery of services. To expedite the development, the owner may contract with a private consultant to furnish the required plan & profile sheets together with cut sheets for submittal review.
4. Where existing, curbs and sidewalks must comply with Texas Accessibility Standards, otherwise the non-conforming curb and/or sidewalk are required to be reconstructed; the public works inspector to make the on-site determination.
5. Where sidewalks are required, the developer must post bond or build the sidewalks. Sidewalks must be built prior to issuance of a Certificate of Occupancy.

A building permit includes construction of sidewalks and driveways but *does not include any utility construction in the right-of-way*. A permit obtained from the Development Services Department Right-of-Way Management Division is required for all work proposed to be done within City Public

right-of-way. Only a contractor registered by the city may file for a permit. When requesting an inspection for drainage, sidewalks, driveways, and Traffic Final inspection, call the City's Construction Inspection Division at 207-2800 at least 24 hours in advance. It is recommended that the project's general contractor request a preliminary/courtesy inspection prior to commencing construction.

All work performed within public right-of-way and drainage easements must be inspected prior to pouring concrete and/or back/filling any structure. A Final Inspection by the Right of Way Management Section is required as a prerequisite to releasing the Building's Certificate of Occupancy. During the final inspection, the Public Works inspector will verify that all corrections requested in prior inspections have been completed. Additionally, the inspector will verify that parking and the handicapped accessibility facilities within the parking lot have been provided as per the approved set of plans.

Fire Prevention

Applications for certain fire prevention permits should be made to the Fire Marshall's office at 115 Auditorium Circle, phone number 207-8410. Requirements and fees for fire prevention permits and licenses are shown on the matrix below. *A completed application is required for all permits.*

Requirements for the various permits include site approval, system testing, on-site testing, on-site inspection, plans and site plans. These requirements do not apply to all fire prevention permits. The matrix titled Requirements and Fee Schedule for Fire Prevention Permits and Licenses indicates the requirements and fees for each type of permit.

- Application – The Fire Marshall will need the address and name of the applicant as well as the location of the land, if applicable.
- Site Approval – The Fire Marshall must approve the site for explosive storage, burning, aboveground temporary flammable liquid storage, hazardous chemical tanks, explosive site utilities, explosive site excavation, and explosive sites. The Fire Marshall must also approve the site swimming pools, septic systems, float/food booths, bonfires, outdoor fireworks displays, waste oil tanks, all aboveground storage tanks, underground storage tank installation, and indoor and outdoor pyrotechnics.
- System Testing On-site – The Fire Marshall's office must test fixed pipe systems, new sprinkler systems, sprinkler modifications, underground fire lines, standpipes, hydrants, new fire alarm systems, and fire alarm modifications.
- On-site Testing – The Fire Marshall's office must test for flammable liquid leaks, fuel line leaks, inspect spray paint booths, do a smoke control test, test the gaseous suspension system, inspect all aboveground storage tanks, and underground storage tank installation.
- Test for License – If you are an explosive handler, doing quarry blasting, storing explosives or using indoor or outdoor pyrotechnics, you must take a licensing test at the Fire Marshall's office.
- On-site Inspection – The Fire Marshall's office must inspect LPG tanks; aboveground temporary flammable liquid storage, hazardous chemical tanks, as well as inspect all of the items that are tested on-site.
- Plans/Site Plans – You must submit your *plans* for fixed pipe systems, new sprinkler systems, major sprinkler systems not involving heads, sprinkler modifications, underground fire lines, standpipes, hydrants, new alarm systems, major alarm system modifications, fire alarm remodels, spray paint booths, and gaseous suspension systems to the Fire Marshall's office. You must submit your *site plans* for the location of waste oil tanks, all above ground storage tanks, and underground storage tanks to the Fire Marshall's office.

Amusement Parks

Annual permits and inspections are required by the State for amusement parks. An additional permit fee is required by the Fire Department for amusement park storage.

Burning And Bonfire

Application, location and site approval are required for burning and bonfire sites.

Explosives & Fireworks

License examinations and fees are required for handling explosives and fireworks. Site approval is required for explosive storage, explosive sites, outdoor fireworks display and pyrotechnics.

Flammables

On-site inspection is required for LPG tank, aboveground temporary flammable liquid storage, waste oil tanks; flammable liquids leak tracing, fuel lines, above- and underground storage tanks.

Table 8

REQUIREMENTS AND FEE SCHEDULE FOR FIRE PREVENTION PERMITS AND LICENSES

Activity	Fee	Per	Max Fee	Comments	REQUIREMENTS						
					Application	Test for License	On-Site Testing	Location/ Address	Site Approval	Site Inspection	Plans/ Site Plan
Blaster	\$154.50				X	X					
Explosive Handler	\$51.50				X	X					
Quarry Blasting	\$206.00	annual			X	X					
Explosive Storage	\$206.00	annual			X			X	X	X	
Duplicate	\$25.75										
Burning	\$103.00	30 days			X			X	X		
LPG Tank	\$103.00	tank			X			X		X	
Aboveground Temp. Flam. Liquid	\$103.00	90 days			X			X	X	X	
Hazardous Chemical Tank	\$103.00				X			X	X	X	
Fixed Pipe System	\$103.00	system			X		X	X		X	Plans
Explosive Site Utilities	\$206.00	90 days			X			X	X		
Explosive Site Excavation	\$103.00	30 days			X			X	X		
Explosive Site	\$51.50	30 days			X			X	X		
Swimming Pool	\$51.50	30 days			X			X	X		
Septic System	\$51.50	30 days			X			X	X		
New Sprinkler System	\$128.75	1-10 heads		Specifications or Model Nbr;	X		X	X		X	Plans
New Sprinkler System 11-25 heads	\$154.50			Calculations/Hydraulics							
New Sprinkler System 26-200 heads	\$206.00										
New Sprinkler System 201+ heads	\$206.00	+\$0.77/ ea addl head	\$2,000.00	max plus \$41.20 ea addl floor							
Major Sprinkler System not involving heads	\$103.00			Specifications or Model Nbr;	X		X	X		X	Plans
Sprinkler Modification	\$12.88	head		Calculations/Hydraulics	X		X	X		X	Plans
Sprinkler Modification 10-25 heads	\$128.75			Specifications or Model Nbr;							
Sprinkler Modification 26-200 heads	\$154.50			Calculations/Hydraulics							
Sprinkler Modification 201+ heads	\$154.50+	+\$0.77/ ea addl head	\$2,000.00	max plus \$20.60 ea addl floor							
Underground Fire Line	\$206.00				X		X	X		X	Plans
Standpipe	\$206.00	first		\$128.75 each additional	X		X	X		X	Plans
Hydrants	\$206.00	first		\$128.75 each additional	X		X	X		X	Plans
New Fire Alarm System	\$128.75	1-10 devices			X		X	X		X	Plans
New Fire Alarm System 11-25 devices	\$154.50										
New Fire Alarm System 26-200 devices	\$206.00										
New Fire Alarm System 201+ devices	\$206.00	+\$0.77/ ea addl head	\$2,000.00	max plus \$41.20 ea addl floor							
Major Fire Alarm Modification**	\$103.00			**not involving initiating and/or devices	X			X		X	Plans
Fire Alarm Modifications	\$12.88	device			X		X	X		X	Plans
Fire Alarm Modifications	\$128.75										
Fire Alarm Modifications	\$154.50										
Fire Alarm Modifications	\$154.50+	+\$0.77/ ea addl head	\$2,000.00	max plus \$20.60 ea addl floor							
Float/Food Booth	\$15.00	day			X			X	X		
Bonfire	\$360.50	event			X			X	X		

REQUIREMENTS AND FEE SCHEDULE FOR FIRE PREVENTION PERMITS AND LICENSES

					REQUIREMENTS						
Activity	Fee	Per	Max Fee	Comments	Application	Test for License	On-Site Testing	Location/ Address	Site Approval	Site Inspection	Plans/ Site Plan
Fireworks Display (Outdoor)	\$360.50	event			X			X	X		
Pyrotechnics-Indoor	\$51.50	event, \$206 max			X	X		X	X		
Amusement Park	\$206.00	annual			X			X		X	
Amusement Park Reinspection	\$103.00				X					X	
Amusement Park Storage	\$103.00				X					X	
Waste Oil Tanks	\$100.00	tank			X			X	X	X	Site Plan
Flammable Liquids Leak Tracing	\$200.00				X		X			X	
Fuel Lines	\$100.00	site			X		X			X	
Reinspection Fire	\$41.20			Reschedule	X					X	
Spray Paint Booths	\$257.50	booth			X		X			X	Plans
Smoke Control Test	\$206.00	first		\$30.90 each subsequent test	X		X			X	
Change of Address	\$25.00				X						
Gaseous Suspension System	\$257.50				X		X			X	Plans
State Required Inspections-Daycare & sim	\$30.90	annual		Foster Care, Halfway House,	X					X	
State Required Inspections-Hospital or similar occu	\$206.00	minimum		\$1.03 per bed						X	
State Required Inspections-Nursing	\$206.00	minimum	\$824.00	\$2.06 per bed	X					X	
Home or other similar occupancy										X	
State Required Inspections-Labs,	\$51.50				X					X	
Clinics, Massage Therapy, Rehab.										X	
Bonded Warehouse, Physical										X	
Therapy, or other similar occupancy										X	
Aboveground Storage Tank (all sizes)	\$300.00	each		all sizes	X		X	X	X	X	Site Plan
Underground Storage Tank Installation,	\$206.00				X		X	X	X	X	Site Plan
Interior Lining, Insert or Remove Lining											
Retest Fee	\$103.00				X		X				
Reschedule Fee	\$103.00				X					X	
After Hours Review Inspection	\$103.00	minumum		\$51.50 per hour	X					X	
Fire Reports Copy	\$5.15				X						
Environmental Research	\$51.50	address			X						
Working Without Permit Citation	Double Permit Fee										
Standby Fire Company	\$500.00	minumum		\$250/hour, 2 hr min	X						

***Daycare, Foster Care, Halfway House, Group Care, MHMR, Adult Daycare, or other short-term occupancies

Fire Alarm Systems

New Fire Alarm System submittal requirements are as follow:

- Application with the location/address of the installation site.
- Plans should be provided indicating the locations of alarm devices.
- Meet basic technical requirements, including Voltage Drop calculations & battery calculations. All information must be printed legibly in ink on the application, drawings and re-submittals.
- Indicate the number of pages of plans submitted, including riser page, system information page, number of floors, but excluding the number of equipment specification pages.

Fire Alarm System Modification submittals must include a detailed summary stating specific modifications. If adding to existing equipment, provide relevant information on the existing FACP, loads of NACs and Initiating circuit(s), compatibility of equipment. Specify on the drawings, which equipment is existing and which is new. *Re-submittals* include a detailed summary responding to deficiencies.

If “Proprietary Technicians” are used for routine maintenance, provide proper records indicating this technician has been properly trained for fire alarm systems. Prior to final approval of the system, it must be inspected and tested.

Sprinkler Systems

Permits for commercial and residential sprinkler systems, modifications, standpipes and fire pumps are issued by the Fire Marshall’s office after review by Development Services. Submittal requirements are as follow:

- Application with the location/address of the installation site.
- Working plans should be provided indicating locations of sprinkler heads and distribution lines.
- Administrative requirements, including NFPA required information, SCR and RME Licenses (must be on file), RME stamp and signature on all pages.
- Hydraulic calculation forms

Prior to final approval of the system, it must be inspected and tested.

State Required Inspections

An application and on-site inspection are required for all state required inspections which include daycare centers, hospitals, nursing homes, laboratories, clinics, massage therapy and physical therapy establishments and other similar occupancies and bonded warehouses.

Storage Tanks

An *application with location* and *site approval* are required for explosive storage, aboveground temporary flammable liquid storage, waste oil tanks, aboveground storage tanks, encasement storage and underground storage tanks. *Site plans* are required for waste oil tanks, aboveground storage tanks and underground. *On-site inspection* is required for LPG tank, aboveground temporary flammable liquid storage, hazardous chemical storage tank, waste oil tanks, aboveground and underground storage tanks. See submittal requirements and fees for these fire prevention permits on the matrix below.

Miscellaneous Fire Protection Permits And Fees

Plans are required for spray paint booths. On-site testing and inspection is required for spray paint booths and smoke control. Site approval is required for floats and food booths. On-site inspection is required for swimming pools and septic systems when blasting is involved.

(See also Occupy a Building or Space/Continuing Obligations)

Special Permits

Water Connection Permit (SAWS)

Water Connection Permits are handled by the San Antonio Water System, Mains and Services Office, 704-7108. Small lines (two inches and below) are installed by SAWS. Bigger lines (above two inches) must be installed by licensed and bonded independent contractors

Temporary (Electrical) Service Permit

A temporary service permit can be issued for 30 days for cleaning purposes only. A 180-day permit can be issued for leasing purposes only. An inspection of work performed is required by the Development Services Department.

Operational Permits

Alcohol Sales

Application for an alcoholic beverage license begins with the Texas Alcoholic Beverage Commission. In Phase I, the application must be certified by the following:
State Comptroller's SA Offices: NW=616-0067; NE=646-0399; South= 924-6434
City Secretary Office - go to the One Stop, or call 207-5500
San Antonio Metropolitan Health District (if located in an unincorporated area) 207-8853
Publisher's Affidavit certifying that notice of intention of applying for a permit has been published in two consecutive issues of a qualified newspaper.

In Phase II, the applicant proceeds with the following steps in order:

County Clerk's Office	Bexar County Courthouse 100 Dolorosa, Suite 108	335-2223
County Judge	Bexar County Courthouse 100 Dolorosa, Suite 101	335-2555
County Tax Office	233 N. Pecos, La Trinidad Vista Verde Bldg.	335-6524
Texas Alcoholic Beverage Commission (TABC)	4203 Woodcock, Suite 120	736-4466

An applicant for a permit for a location not previously licensed for the on-premises consumption of alcoholic beverages must prominently post an outdoor sign at the location within 60 days of the date the application is filed stating that alcoholic beverages are intended to be served on the premises, the type of permit, and the name and business address of the applicant.

Expiration of License. A secondary license that requires the holder to first obtain another license, including late hours license or temporary license, expires on the same date the basic or primary license expires. The commission may not prorate or refund any part of the fee for the secondary license.

Food Preparation

If you have applied for a Certificate of Occupancy for a food establishment, you need to call for Health Inspections directly at 207-8853. A health inspector will conduct the inspection using a standard Health Department checklist. The checklist will identify deficiencies that need to be corrected. If the inspector disapproves the inspection, you must correct the deficiencies before obtaining approval. Once you have made the necessary corrections you may call for re-inspection.

A Health Department Inspector must inspect and approve the premises prior to issuance of a food license. *Your C of O will not be issued until the Health Department has cleared your establishment.*

A proposed food establishment must meet all State Health Codes and Laws, including having approved water and sewerage facilities. The establishment must also meet requirements of the Fire Marshall's office. Documentation of compliance with applicable codes and laws for the following items is required prior to approval of any new establishment, a change of ownership of an existing establishment, beer license issuance, or when it is determined that your current on-site sewer or water system is not an approved facility or has malfunctioned.

A valid Certificate of Occupancy must be presented at the time the food license is to be purchased or the license cannot be issued.

Garage Sale/Yard Sale

A permit for a garage sale or yard sale may be obtained at the One Stop or other permit offices of the Development Services Department for a \$4.00 fee. They may also be obtained by mail or from selected HEB grocery stores for a \$4.50 fee. Call the One Stop for locations and telephone numbers of City permitting offices.

Single (Burglar) Alarm System

To obtain a permit for a single burglar alarm system, submit an application to the City of San Antonio Police Department at any of the substations.

Other Permits

Fences

Construction of a fence within the City requires a fence permit. In order to obtain a permit, an applicant must submit a site plan indicating the location and height of the proposed fence. Once the site plan has been reviewed to insure compliance with the Unified Development Code, the permit can be issued. The fee for a residential permit is \$21.20.

A commercial fence permit also requires submittal of a site plan indicating the location and height of the proposed fence. The fee for a commercial fence permit is based on the estimated cost of the fence. If the fence is not in compliance with the height and location requirements, then the applicant is directed to the staff person with the Board of Adjustment at which time the applicant is given his appeal options. If the fence does not meet the height requirements for residential fencing the applicant will be directed to the staff person with the Board of Adjustment. At this time the applicant will be given his appeal options.

Parking Lots

A permit for a new parking lot or expansion or repair of a lot that is more than 25% of the existing lot is required. A site plan must be submitted for tree, accessibility and landscape review and drainage review.

Commercial Swimming Pools

A swimming pool permit requires an application and a site plan for review of location with respect to utility easements and setbacks. Additionally, pools and spas must comply with the San Antonio Pool and Spa Standards adopted by the San Antonio City Council.